

CALIFORNIA HORSE RACING BOARD

EXAMINATION BULLETIN SPECIAL INVESTIGATOR I

OPEN – SPOT FOR SAN MATEO

CALIFORNIA STATE GOVERNMENT * AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

MONTHLY SALARY **Range A \$3,472 - \$3,987**
 Range B \$3,964 - \$4,773

FILING/REQUIREMENT INFORMATION

CONTINUOUS TESTING – Testing is continuous and examination dates may be set at any time and eligible lists will be merged.

ALL APPLICANTS MUST meet the education and/or experience requirements for this examination at the time the application is filed. Accepted applicants will be notified by letter with testing date information once the testing date(s) have been established.

If you have a disability and need special testing arrangements, mark the appropriate box to question number 2 on the first page of the Application (Form 678). You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

HOW TO APPLY

Applications may be filed in person or mailed to:

CALIFORNIA HORSE RACING BOARD
WENDY MATSUDA
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825
(916) 263-6049

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

THE POSITION

Investigations to detect or verify suspected violations of laws, rules or regulations; to locate and interview witnesses and persons suspected of violations; to obtain and present facts and evidence to support administrative action or prosecution; and to do other related work.

The California Horse Racing Board is a POST certified agency and will require POST certification by all individual Special Investigators I. Active recruitment currently exists for San Mateo.

BENEFITS

Employees earn vacation and sick leave or annual leave; receive compensation for all official State holidays; health benefits that cover the employee, spouse and dependents with various plans available to choose from; generous peace officer retirement plan; and other benefits such as survivors' benefits, bereavement leave, deferred compensation plan, dental plan, group legal services plan, long-term disability insurance, parental leave, and vision service plan.

EXAMINATION PLAN

The examination will consist of a Qualification Appraisal Interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

It is anticipated that examination interviews will be held on an as needed basis.

A departmental open-spot eligible list will be established for the San Mateo location.

ELIGIBLE LIST INFORMATION

This list will be merged with any existing CHRB Special Investigator I list established within the past 12 months. All successful applicants will be merged onto the list in order of final score, regardless of date of the test.

The testing period for this classification is 12 months. You may NOT test for this class more than once in a testing period.

Eligibility on this list will expire after 12 months from the date the list is established unless the needs of the service and conditions of the list warrant a change in this period.

THE FOLLOWING PEACE OFFICER STANDARDS WILL APPLY

Citizenship Requirement

Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.

Felony Disqualification

Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code 1029, an applicant with a felony conviction will not be accepted for this examination.

Age

Applicant must be at least 18 years of age.

Application Examination Information

In completing question 11, on the first page of the Application (Form 678), you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with the Penal Code Section 851.7, 851.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been expunged or is expungable pursuant to Health and Safety code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Section 11557 or its successor 11366 when that conviction was stipulated or designated to be a lesser-included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Section 1203.4 or 1203.4a of the Penal Code or Welfare and Institutions Code 1179 or 1772) or a pardon (per 4852.16 of the Penal Code).

Background Investigation Information

If you are successful in this examination, you will be required to complete a background investigation form on which you must disclose (with the exception of the three items listed above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violation. The hiring agency uses the information obtained on this document to conduct a background investigation to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Application (Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing question 11 on the first page of the Application (Form 678).

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements state below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% or the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

- Equivalent to graduation from college with:
1. A major in criminal justice, law enforcement or criminology. OR
 2. A Minor (21 semester units or 31.5 quarter units) in criminal justice, law enforcement or criminology with evidence that the following courses have been complete; introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law and an internship. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Equivalent to completion of two years of college with amajor in police science, law enforcement or criminology and two years' experience as a police officer/deputy sheriff, performing preliminary investigative work as part of the regular enforcement activity.

Or III

One year of experience in the California State service in an investigation assignment in the classes of Management Services Technician, Range B, or Occupational Technician, Range B. Applicants who are being considered for Special Investigator positions assigned "Peace Officer" status (as determined by California State law) must possess the educational equivalent to completion of the twelfth grade. (Applicants who have completed six months of service in Range B of the classes of Management Services Technician or Occupational Technician will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

Or IV

One year of experience in the California State service performing duties comparable to those of an Investigator Assistant. (Applicants who have completed six months of service in the class of Investigator Assistant will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

Or V

Two years of experience as a police detective or as an ivestigator performing investigation work as part of the regular enforcement activity.

Or VI

Experience: One year of experience as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services. AND

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) Applicants who are being considered for Special Investigator positions assigned "Peace Officer" status (as defined by California State law) must possess the educational equivalent to completion of the twelfth grade.

Special Personal Characteristics

Aptitude for investigation work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout assigned areas and to work long and unusual hours as required; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; tactfulness; neat personal appearance; and ability to qualify for a fiduciary bond

Additional Desirable Qualifications

Possession of the appropriate Commission on Peace Officers Standards and Training certificates.

EXAMINATION INFORMATION

This examination will consist of a patterned qualification appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

Veterans' points WILL be granted in this examination since it qualifies as an entrance examination under the law. (See "General Information" on this bulletin for information regarding veterans' preference points).

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATION APPRAISAL INTERVIEW – WEIGHTED 100%

Scope of the Examination

- A. Knowledge of:
1. Investigation techniques and procedures.
 2. Rules of evidence and court procedures.
 3. Laws of arrest, search and seizure, service of legal process and the legal rights of citizens.
- B. Ability to:
1. Interpret and apply laws, and regulations to specific situations.
 2. Gather and analyze facts.
 3. Reason logically, draw valid conclusions and make appropriate recommendations.
 4. Good reading comprehension.
 5. Participate effectively in investigations and interviews.
 6. Speak and write effectively.
 7. Establish and maintain effective working relationships.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Horse Racing Board at (916) 263-6049 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request to the California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, attention Wendy Matsuda.

Applications are available at the State Personnel Board, local Employment Development Department offices, and the California Horse Racing Board Offices. The State Personnel Board has also made the application available on their Website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Horse Racing Board reserve the right to revise the examination plan to meet the need of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

EXAMINATION LOCATIONS: When a written part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualification appraisal interviews are scheduled in Sacramento, San Mateo, Arcadia and Los Alamitos. However, locations or interview may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multidepartmental promotional; (4) servicewide promotional; (5) departmental open; (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligibility lists will expire in one to four years unless otherwise stated on the bulletin.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the twelfth grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completing 12 semester units of college-level work; (3) receiving certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business classes, substitution of business college work in place of high school on a year-for-year basis.

VETERANS' PREFERENCE: California law limits the granting of veterans' preference credits to entrance examinations. Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points. Veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference are on the Veterans' Preference Application form, which is available from the State Personnel Board office, California Horse Racing Board Office, or written test proctors.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)

California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049